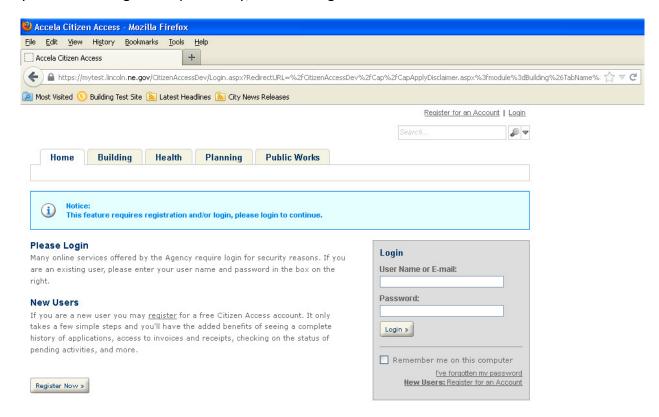
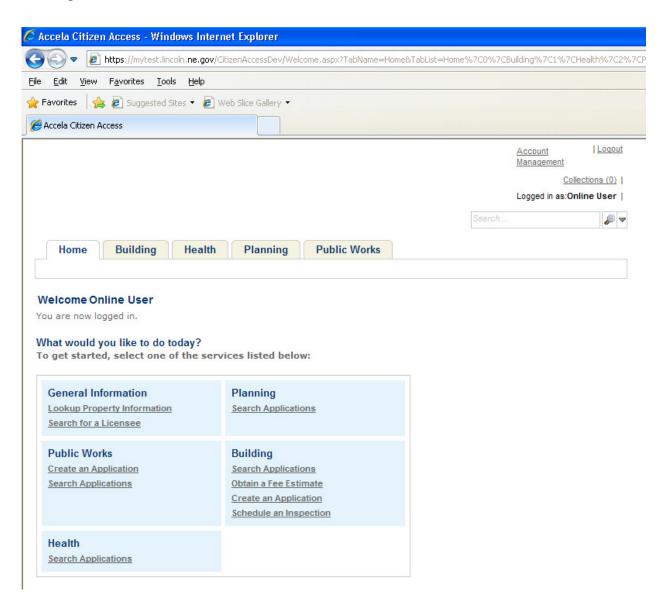
Citizen Access Review Comments

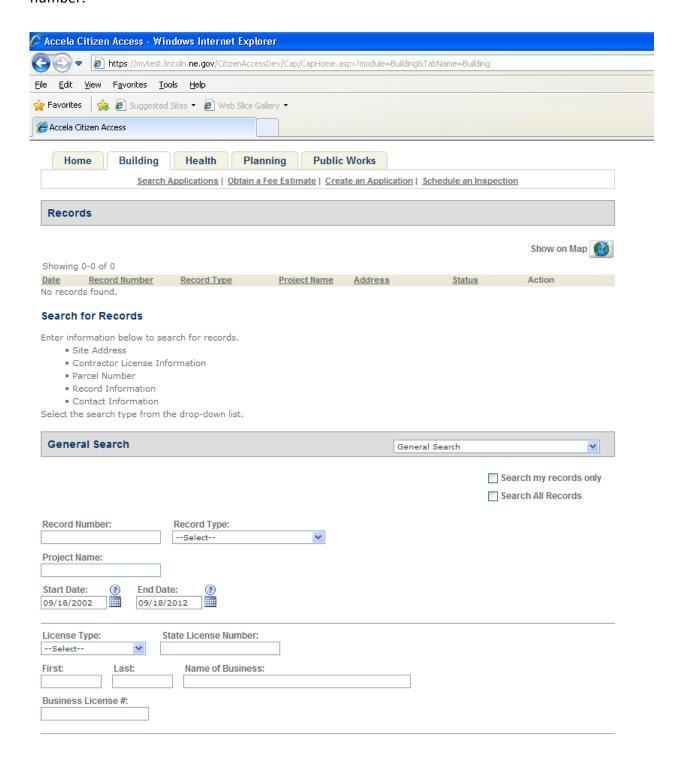
- Open your web browser and navigate to https://my.lincoln.ne.gov/CitizenAccess/Login.aspx
- 2. Enter the email address and password you used when you registered for your account. If you have not registered previously, click the Register Now button.



3. Once you are logged into Accela Citizen Access, click the **Search Applications** link under the Building section.



4. To find the comments for a specific permit, enter the permit number and click the **Search** button to see all permit results associated with that permit number. Alternatively, if you don't have the permit number, you can search by the property address or contractor license number.

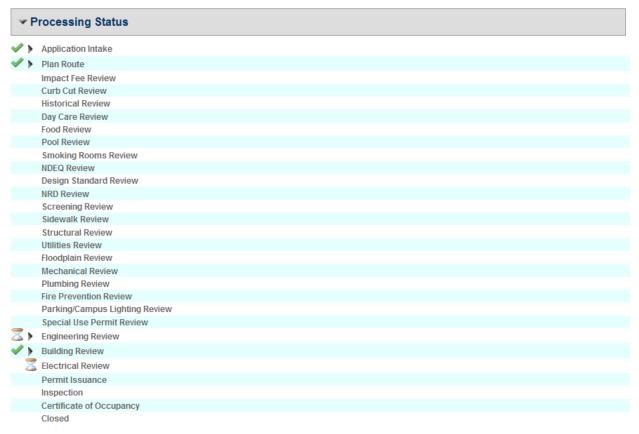


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5. The results will appear at the bottom of the screen. Locate the permit number from the search results and click the permit link.

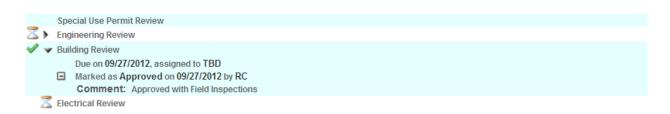


6. General information such as location, fees, and other information will be displayed with the permit. Click on the ▶ next to Processing Status to see a list of completed reviews.



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7. Click on the next to the section review to see the status. You can also click on the to see the actual review comments. The indicates that the review is complete and approved. An indicates that it was either denied or is currently in process. Check back at a later time to see if the status has changed.



8. Once complete, you can check the status of another permit or log out of Citizen Access.